



RESIDENTIAL TRACT PLAN SUBMITTAL CHECKLIST

Done?	No. of Copies Required	Description:
<input type="checkbox"/>	2	Typical 8-1/2"x11" Dimensioned Plot Plans
<input type="checkbox"/>	2	Model Energy Code calculations - Wet Sealed by architect, engineer, or signed by contractor / homeowner
<input type="checkbox"/>	2	Soils Reports must be dated within one year of permit application. Provide an update letter from soils engineer.
<input type="checkbox"/>	2	Structural Calculations - Wet Sealed
<input type="checkbox"/>	3	Truss Calculations (1 wet stamped set, 2 copies, reviewed & signed by the Engineer of Record)
<input type="checkbox"/>	2	Complete sets of plans including: a) Architectural b) Structural c) Mechanical d) Plumbing e) Electrical (include load calculations)

Plans drawn in pencil / pen, or with colored highlighting are not acceptable.

Note: For detail requirements for items on this checklist, please refer to corresponding handouts available at front counter of Building and Safety.